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*Comms.
Case
File*

Area Records Officer, Office of Communications

4 DEC 1961

Records Management Staff

Record Storage Facilities for TTT

1. Attached are floor plans depicting the combination of two types of shelf storage equipment which TTT can use to good advantage when they move to the Headquarters Building.

2. TTT now has 6 units of bulk storage equipment. The amount of large material on hand at present only equals 4 of these units. I think they should however utilize as much of the present equipment as possible. For the normal or regular sized material another type of equipment would be more advantageous.

3. Plan number 1 uses 5 units of the bulk equipment plus 6 units of the document type, letter size, that is shelves of a 12 inch depth. This type would have to be purchased by TTT at approximately \$80.00 per unit. These additional units will provide about 115 linear feet of filing space.

4. Plan number 2 provides for another type of equipment to be used in conjunction with that already on hand. This type is known as the Unit Space Finder which TTT expressed an interest in. The Unit Space Finder provides fiberboard containers as the individual filing units as opposed to a flat steel filing surface. I have suggested to TTT that they visit FDD to see this particular unit before buying. It actually looks like a good system but we have had no previous experience, FDD will be the first. The FDD installation (a small one) will be completed soon and I will be glad to arrange for the visit.



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